



MINNEHAHA COUNTY  
invites applications for the position of:

# Veterans Service Officer

Strong Foundation. Strong Future.

All applications must be submitted by 5:00 p.m. on the date the position closes.

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**SALARY:** \$21.92 - \$23.60/Hour **OPENING DATE:** 2/18/19 **CLOSING DATE:** 3/8/19 at 5:00 PM

## GENERAL INFORMATION:

The [Minnehaha County Human Services Department](#) invites applications for the position of Veterans Service Officer (VSO). The VSO is a passionate and empathetic veteran who meets with other veterans to educate them on their benefits and eligibility and assists them with the application process for benefits with multiple outside agencies.

***Please attach a cover letter, resume, and DD-214 to the online application.***

## EXAMPLES OF DUTIES INCLUDE:

Counsel and educate veterans and dependents on their eligibility for, and the various aspects of, veterans' benefits. Assist veterans in completing forms and applications to apply for VA or state veterans' benefits including service connected compensation, non-service connected pension, widow's pension, education, state bonus, home loan guarantee, burial, health care enrollment, state veterans' home application, and appeals.

Obtain documents and records to complete claims including discharge paperwork, medical and service medical records, bank records, divorce decrees, and marriage, birth and death certificates. Maintain records, data, and filing systems. Maintain, apply, and communicate information about new and changing VA laws and state regulations applicable to veterans' benefits.

Present information about veteran's benefits to the public. Collaborate with other agencies and businesses to assist in developing and planning veteran's programs, services, and resources. Attend relevant meetings, training conferences, and workshops. May cross-train with Caseworkers to provide services.

## MINIMUM QUALIFICATIONS:

Bachelor's degree in social work, counseling, or related human service field and two years of relevant experience. Comparable combination of education and experience may be considered. Must be a veteran as defined in SDCL 33A-2-1. Must possess a valid driver's license and maintain a safe driving record with Minnehaha County. Must successfully complete pre-employment background process. Familiarity of Veterans Administration (VA) rules and regulations and federal, state, and local laws governing veterans benefits. Working knowledge of counseling techniques. Ability to read and interpret federal and state laws and regulations. Ability to perform routine mathematical and financial calculations. Ability to work effectively with clients of varied ages, races, cultural traditions, and backgrounds. Ability to understand and follow written and verbal directions. Willingness to participate in the agency, demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals, and provide a high level of customer service. Ability to communicate effectively verbally and in writing. Ability to understand and maintain effective working relationships with supervisors, coworkers, other agencies, and the public. Ability to maintain professional appearance and demeanor.

## PREFERRED QUALIFICATIONS:

Experience working with veteran benefits.

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APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>  
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104  
605-367-4337 [jobs@minnehahacounty.org](mailto:jobs@minnehahacounty.org)

Job #19-21  
VETERANS SERVICE OFFICER  
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Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.

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